

**TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS**

Subject:

HOURS OF WORK

Regulation No:

2.12

Effective Date:

July 6, 2001

Supersedes: March 1, 1995

I. PURPOSE

This administrative regulation is to identify the standard hours of work for Town employees.

II. PUBLIC WORKS and PARKS MAINTENANCE EMPLOYEES

A. The standard schedule for individuals assigned to the Nutley Street Property Yard and Northside Maintenance Facility (excluding Sanitation Division employees) shall be Monday through Friday from 7:00 am to 3:30 pm. Sanitation employees are scheduled to work Monday through Friday from 7:00 am to 3:30 pm. However, upon the completion of their assigned daily tasks, sanitation workers may then be permitted to leave while still being paid for an eight-hour day.

B. Full-time employees shall receive one-half hour for lunch to be used in a manner prescribed by the department head. Employees are also entitled to a fifteen (15)-minute break for every four (4) hours of work. These breaks, however, cannot be accrued.

III. TOWN HALL EMPLOYEES

A. The standard schedule for individuals working at the Town Hall shall be Monday through Friday from 8:00 am to 4:30 pm.

B. Full-time employees shall receive one hour for lunch which is to be taken between the hours of 11:00 am and 2:00 pm.

IV. COMMUNITY CENTER EMPLOYEES

A. The hours of operation of the Community Center may vary depending on the activities hosted by the facility. Generally, the Community Center is open as follows:

Monday - Friday:	8:00 am to 10:00 pm
Saturday:	10:00 am to 6:00 pm
Sunday:	12:00 noon to 8:30 pm

At the direction of the Parks and Recreation Director, employees may be scheduled to work any time during these hours. During a typical workweek, a full-time employee will work five 8 1/2-hour shifts with a one-hour lunch break.

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V. PART-TIME EMPLOYEES

Part-time employees shall work during the standard hours of operation of the facility to which they are employed and assigned. Part-time employees are permitted to take a lunch break during the hours of 11:00 am and 2:00 pm, but shall not be paid for this time. Part-time employees will only be paid for the actual number of hours worked in a day.

VI. POLICE EMPLOYEES

A. Administrative personnel shall work a five-day work week consisting of an eight and one-half (8 1/2)-hour shift, Monday through Friday. Full-time employees receive a one-hour lunch break which is to be taken between 11:00 am and 2:00 pm.

B. Sworn Police Officers and Dispatchers shall work a schedule as authorized by the Chief of Police.

VII. APPLICABLE DOCUMENTS.

None

Signature of Town Manager:



Date: